Intergovernmental Relations

Mission Statement

The Intergovernmental Relations-Grants & Special Projects department serves as a valuable and essential resource for the City in its policy development, priority setting, issue management, grant seeking and government relations initiatives. This department effectively represents the city policies and priorities at the international, federal, state and regional levels, as well as non-government partnerships.

Primary Businesses:

Present a clear message of the policy position and service needs of Minneapolis to the federal, state and regional governments.

Provide leadership and direction to the City and its departments in the areas of grant seeking, writing and management.

Key Trends and Challenges Impacting the Department:

- -Grant opportunities are becoming more targeted and more competitive.
- -Federal priorities are not the same as the local level.
- -Investment from the foundation community is dwindling.
- -State priorities are different from City priorities.
- -Technology in the City is not keeping pace with the rest of the lobbying sector
- -Issues are becoming more complex and there is less resources to address these issues.

Key Initiatives or Other Models for Providing Service to be implemented:

Other models for providing services requires an investment in Grants/IGR.

These would include technology software, new equipment, additional positions: Grants Strategic partnership, IGR staff person and/or Intern, targeted lobbying consultant.

Key Departmental Outcome Measures:

Outcome Measure	2000 Actual	2001 Actual	2002 Actual	2003 Estimated	2004 Projected
Special initiatives achieved to increase City's knowledge of other levels of gov't			New Council Orientation. Council Member trip to D.C. Mayor's trip to D.C.	Buddy system at Capitol Trips to DC for Mayor and Council	Buddy System at Capitol Trips to DC for Mayor and Council
Special initiatives achieved to increase awareness of Mpls by other levels of gov't	Statewide trips by elected officials throughout MN. Nat'l Conf. of State Legislators meeting in Mpls. IGR chair meetings w/delegation and key House and Senate leaders. League of MN Cities Convention.	Statewide trips by elected officials throughout MN. IGR chair meetings w/delegation and key House and Senate leaders. League of MN Cities Convention. Capitol bonding tours.	Statewide trips by elected officials throughout MN. IGR chair meetings w/delegation and key House and Senate leaders. League of MN Cities Convention. Capitol bonding tours.	Buddy System at Captiol Statewide trips by elected officials throughout MN IGR chair meetings w/delegation and key House and Senate leaders. League of MN Cities Convention. Capitol bonding tours.	Special event (Holidazzle, Aquatennial) in Mpls. with invited elected officials. Statewide trips by elected throughout MN. IGR chair meeting with delegation and key House and Senate leaders. League of MN Cities Convention. Capitol bonding tours.

Examples	of	relationship	building	with
other juris	dic	tions		

AMM Downtown Lobbyist Airport Summit LMC Round Table AMM CJCC Airport Summit LMC Metro Mayors AMM CJCC Property Tax Study LMC Metro Mayors Proiect. CJCC Property Tax Study I-35 Metro Mayors Project. USCM Property Tax Study I-35 NLC USCM Project I-35 NLC USCM Aquatennial NLC Holidazzle U of MN Holidazzle Aquatennial Mexican Consulate U of MN

Mexican Consulate

Explanation of Performance Data for Departmental Outcome Measures:

Much of IGR's success is about relationships. Minneapolis continues to build and strengthen these relationships everyday.

Primary Business:

Present a clear message of the policy position and service needs of Minneapolis.

Service Activity:

Assist City leadership in the development of the City's strategic positioning at the federal, state and regional level by establishing realistic objectives and minimizing adverse impacts.

Description:

Identify issues and political concerns needing review and decision by the Mayor, Council and Department Heads. Offer profession advice on such issues..

Key Performance Measures for the Service Activity:

Key Performance Measure	2000 Actual	2001 Actual	2002 Actual	2003 Estimated	2004 Projected
Inclusion of Minneapolis Legislative delegation and Congressional representation in accomplishing legislative priorities			Individual and delegation meetings. Several meetings with Congressman Sabo, Senator Dayton and Senator	Individual and delegation meetings. Several meetings with Congressman Sabo, Senator Dayton, Senator	Individual and delegation meetings. Several meetings with Congressman Sabo, Senator Dayton and Senator
			Coleman and their staff.	Coleman and their staff.	Coleman and their staff.
User feedback			Positive		
Special Initiatives			"Office Hours." Joint Mpls/St. Paul delegation meeting.	"Office Hours" special delegation meetings to go over budget. Increasded Delegation participation.	"Open Staff" meetings. Joint Mpls. Delegation meeting

Explanation of key performance measures:

The legislative delegation is the primary mover of the City's legislative agenda. In 2003, numerous delegation meetings will be held. The federal lobbyist is in daily communication with the congressional delegation and IGR staff..

Service Activity:

Assist elected officials in the development of the City's Legislative Agenda

Description:

Establish work teams and incorporate team research results into legislative package. Develop unique action plan for each priority. In 2004, the legislative programs clearly represents the City vision.

Key Performance Measures for the Service Activity:

2000 Actual	2001 Actual	2002 Actual	2003 Estimated	2004 Projected
	Limited legislative agenda with very few changes.	Submitted preliminary drafts of agenda to Council Members and Mpls. Delegation.	Pre-program delegation meeting. Individual meetings with legislature. Open discussion at IGR Design Bonding criteria	Staff work teams on their area of expertise. Individual meetings with legislature. Bonding Package.
	2000 Actual	Limited legislative agenda with very	Limited legislative agenda with very few changes. few changes. Council Members and Mpls.	Limited legislative agenda with very few changes. Limited legislative agenda with very preliminary drafts of agenda to Council Members with legislature. And Mpls. Open discussion at Delegation. Delegation. Design Bonding

Explanation of key performance measures:

It is important to get stakeholders involved in the legislation packages before it is finalized. This results in a clear and concise message from the City.

Service Activity:

Federal, state and local lobbying advocating on behalf of Minneapolis interests as outlined and prioritized by the Council and Mayor.

Description:

Key Performance Measures for the Service Activity:

Key Performance Measure	2000 Actual	2001 Actual	2002 Actual	2003 Estimated	2004 Projected
Success of legislative priorities agenda and completion of comprehensive issue management strategy.	LRT. Increases in LGA. Empowerment Zone Funding.	Increase in LGA. LRT.	NO LGA Cut. Successful in bonding bill. LRT still on track.	Reduced "LGA" cut. LRT funding not from City. CPED Appointed positions.	Maintain LGA Pass Bond Items local bills
User Feedback	Positive	Positive	Positive		
Success in retaining and defending local control	Kondirator	Financing LRT, Upper Harbor.	Zoning Building Inspectors	MSFC, Zoning, Appointed Positions CPED	Plumbing Inspections local proposals in the legislative package

Explanation of key performance measures:

Service Activity:

Present to the public a positive image of the City. Represent the City on boards, task forces, and numerous affinity organizations charged with designing public policy

Description:

Key Performance Measures for the Service Activity:

Key Performance Measure	2000 Actual	2001 Actual	2002 Actual	2003 Estimated	2004 Projected
Participation of city elected officials and IGR staff on various boards and commissions to put a face on Minneapolis	AMM, LMC, CJCC, North Metro Mayors, Suburban Mayors, Property Tax Study Group.	Same as 2000	Large increase of local participation in all of these organizations.	Elected official participation in LMC/AMM Committee process USCM committee process North Metro Mayors Airport Summit Chamber of Commerce	Elected official trips to DC in March NLC in December LMC in October and June AMM

Explanation of key performance measures:

Primary Business:

Provide leadership and direction to the City and its departments in areas of grants.

Service Activity:

Provide leadership and direction to the City and its departments in the areas of grant seeking, writing and management.

Description:

Provide leadership and coordination to attract program revenues from external funding sources. Provide administrative management of Consolidated Plan funded projects, Agency 123 funded projects. Locate and distribute information about grant opportunities to city departments and external service providers. Provide assistance to city departments and external providers with the City's approval and contract process. Provide monitoring of some grant-related expenditures.

Key Performance Measures for the Service Activity:

Key Performance Measure	2000 Actual	2001 Actual	2002 Actual	2003 Estimated	2004 Projected
Percentage of grant-related revenue contributed to City revenue budget.	13.20%	12.53%	13.00%	14.00	14.00
The amount of money applied for versus the amount of money received.*	unknown	more than \$30M received **	\$34M applied, \$29M awarded	\$34M applied, \$29M awarded	More than \$30M

Explanation of key performance measures:

^{*} Information about grant applications is not routinely sent by all departments to the Office of Grants and Special Projects. It is anticipated that as the awareness of the Integrated Grants Management Process is increased, more departments will inform the office of their applications and their awards. The amount of grant funds awarded is tracked by using City Council actions requesting the authority to accept the money. During 2002, city departments applied for at least \$34,145,912 in grant funds. Of that, the total received as of 12/19/02 was \$29,191.36 with approximately \$1.9 million still pending award announcement.

^{**}Amount reported includes the Consolidated Plan Award.

Service Activity:

Lend technical assistance and training to City departments on grantor expectations, requirements, and performance reporting

Description:

The Office of Grants and Special Projects works to develop each department's capacity to locate, apply for and manage grants on their own. To develop this internal capability, a Users' Group was implemented and meets regularly. Topics covered have included finding grant sources, the application process, monitoring, audits, contracts and financial information. In addition, staff meets on an "as requested" basis with elected officials, city departments and external service providers to discuss funding options for programs.

Key Performance Measures for the Service Activity:

Key Performance Measure	2000 Actual	2001 Actual	2002 Actual	2003 Estimated	2004 Projected
Number of Participants		15	20	40	40
Percent reporting satisfaction with office service			50	50	50
Grant-related findings and exceptions in government audits					
Number of meetings to discuss funding options	Unknown	15	30	30	30
Grant User Meetings Held		2	6	4	4

Explanation of key performance measures:

A survey was sent to the approximately 40 people on the Grant User's Mailing list. Despite the follow up message that we sent, we received only nine responses for a return rate of 23 percent. Of those responses, 45 percent has attended the group more than four times, a majority felt that the topics had been helpful and had visited the office website. For 2003 we will attempt a follow up evaluation with those contracting the office for assistance with a grant project.

Financial Analysis: (To be completed by the Finance Department)

EXPENDITURE

Intergovernmental Relations includes the budget for the Grants and Special Projects function of the City as well as the intergovernmental relations staff. The total operating budget for these two functions is \$1.2 million. The department's budget includes a number of intergovernmental contracts for association fees for the City and the federal lobbyist contract.

This department's budget also includes grants to some external organizations that receive funding from the consolidated plan, including the City's Emergency Shelter Grant (ESG) (\$576,000) and the Housing Opportunities for People with AIDS (HOPWA) grant (\$839,000).

FUND ALLOCATION

The intergovernmental relations function is funded entirely from the general fund, while Grants and Special Projects receives a portion of its funding from Community Development Block Grant funds, for efforts supporting the consolidated plan and related-grant processes.

LOCAL GOVERNMENT AID CUT IN 2003

The department eliminated one position as a result of LGA cuts during 2003.

ADOPTED BUDGET

The budget for this department includes the addition of a position for grants and partnership activities (\$60,000). This results in the 6.2% increase in this department's budget from 2003 to the Adopted Budget.

The Adopted Budget also included a direction to staff directing grants and special projects to work with the Public Health Advisory Committee to review the Public Service CDBG grants and a provide a recommendation to the Mayor for the 2005 budget.

INTERGOVERNMENTAL RELATIONS Staffing Information

	2001	2002 Adopted Budget	2003 Adopted Budget	2004 Adopted Budget	% Change	Change
FTE's by Division						
Intergovernmental Relations	4.00	4.00	4.00	4.00	0.00%	-
Grants and Special Projects	8.00	7.00	6.00	6.00	0.00%	_
Total FTF's	12.00	11.00	10.00	10.00	0.00%	-

